

Factory Audit Process:

1. Receive email notification that your factory has been selected by Sportsman's Guide to complete an audit.
2. Factory reviews email and all attached documents.
3. Factory returns a completed and accurate "Audit Request Template" to Sportsman's Guide.
4. Factory provides Sportsman's Guide with a two-week window that would work for the one-day/two-day audits.
5. Bureau Veritas Consumer Product Services (BVCPS) will reach out to the factory to schedule the one-day/two-day audits within the two-week window.
6. Factory should review in detail the CTPAT Audit Overview before the audit. If there are any doubts about the level of compliance, Sportsman's Guide can provide the contact information for a consultant.
7. Audit Day: A BVCPS representative must be allowed onsite to complete the audit. If the representative is denied access, the factory will be charged for the full audit fee plus expenses and will have to pay for another audit day.
8. Once the audit is completed, BVCPS will provide a Corrective Action Plan Report (CAP) per audit, specifying all requirements for which factory non-conformance was identified.
9. Factory MUST complete each CAP within 10 days and return it to Sportsman's Guide.
10. Sportsman's Guide will reach out to the vendor/agent with any additional feedback.
11. BVCPS will invoice Sportsman's Guide for each factory's audit or re-audits and all incurred expenses.
12. Sportsman's Guide will create a debit note to the vendor/agent for the total cost of the factory audit. The debit note will be deducted from the next payment or if there are no future payments, the vendor/agent will need to make payment within 30 days of receiving the debit note.

2022 Audit Fees for China and Vietnam:**SECURITY AUDIT FEES:**

- **Initial Security Audit (1 Man Day)** - \$600 + expenses incurred
- **Security Re-audit (1 Man Day)** - \$500 + expenses incurred
- **ACCESS DENIED Fee** – Full Man Day Fee + expenses incurred

SOCIAL COMPLIANCE AUDIT FEES:

- **Initial Social Compliance Audit (2 Man Days)** - \$1100 + expenses incurred
- **Social Compliance Re-audit (2 Man Days)** - \$1100 + expenses incurred
- **ACCESS DENIED Fee** – Full Two Man Day Fee + expenses incurred

Every vendor is responsible for ALL COSTS associated with their audits and any re-audits. Final pricing may vary if airfare/hotel accommodations are needed. If the factory denies auditors admittance during the scheduled audit window, the vendor will be invoiced at full value for the services and the audit will be re-scheduled.

Bureau Veritas Contact Information: help with documents and general queries

Bureau Veritas – Consumer Product Services Division

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Sportsman's Guide Contact Information: help with questions or requests for additional information

Primary Contact: Erica Boehme – Import Compliance Specialist

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Secondary Contact: Jeff Rivera – Senior Import Specialist

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